

Getting Ahead

The more people who know about your good work, the more likely you will hear of opportunities.



Many people desire career advancement for a variety of reasons. Usually for higher pay, but also to learn or improve skills, for fun, because it makes work more interesting, or for other fringe benefits such as flexible hours. Some people seem to have a knack for getting promoted while others may be frustrated from efforts that have not worked.

Experts who study career advancement offer some helpful tips for women who want to move up the career ladder. One of the most common pieces of advice is to get a mentor.

What is a mentor? A mentor can be someone inside or outside the organization who is usually in a higher-level position. It is someone you feel that you can learn things from and who will take an interest in your career development. If you build a good relationship with a mentor, he/she may provide good advice, help you make decisions and advocate for you.

Another tip is to market yourself. Make sure you receive credit for the work you do and let your supervisor and others in management know of your accomplishments and successes. Work to develop good communication and interpersonal skills. Maintain a positive attitude, get along well with co-workers, treat others politely and respectfully, and demonstrate good problem-solving skills.

Volunteering and networking are also great advancement tools. If you have opportunities to serve on committees or

workgroups, take them! If your supervisor needs help on a special project, offer your assistance. Taking advantage of these types of opportunities helps you meet and work with other people and show what you can do! Meeting other people and developing good relationships with them is another way to help you get ahead. The more people who know about your good work, the more likely you will hear of opportunities. Attend lunches, parties, and conferences. Some people even find opportunities by joining groups they are interested in outside of work.

Experts also recommend that you work hard and prepare. Make sure you continue to learn in your job and take advantage of as much training and education as you can. Acquiring and utilizing new skills is a good way to get promoted. Make sure your resume includes the new things you learn. Another way to prepare is to consider making a lateral move to a different job at your current level. These types of moves can be helpful if you are able to increase skills that are valued by the organization.

Check out the web site www.careerjournal.com for more ideas. And finally, it is important to remember that climbing the ladder may not be the only way to define a successful career. Performing excellent work or making lateral moves (moving to another position with similar pay at the same level in the company) to learn another skill can be fulfilling and keep you prepared for future career changes and challenges.

